

Minutes of the Finance Committee

Wednesday, October 21, 2009

Chair Haukohl called the meeting to order at 9:00 a.m.

Present: Supervisors Pat Haukohl (Chair), Pamela Meyer, Steve Wimmer, Rob Hutton, Bill Zaborowski, and Jim Heinrich. Hutton left the meeting at 12:26 p.m. **Absent:** Jean Tortomasi.

Also Present: Chief of Staff Mark Mader, Budget Manager Keith Swartz, County Board Chair Jim Dwyer, Senior Financial Analysts Bill Duckwitz and Clara Daniels, Community Development Coordinator Glen Lewinski, UW-Extension Director Marcia Jante, Federated Library Director Tom Hennen, Office Services Coordinator Windy Jicha, County Clerk Kathy Nickolaus, Citizen Rodell Singert, Chief of Staff Allison Bussler, Corporation Counsel Tom Farley, Financial Analyst Kim Ho, Children & Family Services Manager Jesus Mireles, Health & Human Services Director Peter Schuler, Health & Human Services Deputy Director Don Maurer, Accounting Services Coordinator Cynthia Lilley, Administrative Services Manager Russ Kutz, Executive Assistant Julianne Klimetz, Criminal Justice Collaborating Council Coordinator Rebecca Luczaj, Parks System Manager Duane Grimm, Emergency Management Coordinator Bill Stolte, Administration Director Norm Cummings, and Labor Relations Manager Jim Richter. Recorded by Mary Pedersen, County Board Office.

Discuss and Consider 2010 Operating Budgets for the Following Departments: Community Development Program

Lewinski, Daniels, and Dwyer were present to discuss the proposed 2010 operating budget for the Community Development Program. Both revenues and expenditures are budgeted at \$3,919,500, an increase of \$150,515 or 4.0%. There is no County tax levy in this budget. The number of positions remains unchanged and totals 2.54 FTE positions. Lewinski went on to review the financial summary, strategic outcomes and objectives, program descriptions and program highlights, and activities.

MOTION: Wimmer moved, second by Heinrich to tentatively approve the 2010 operating budget for the Community Development Program. Motion carried 6-0.

UW-Extension

Jante, Duckwitz, and Dwyer were present to discuss the proposed 2010 operating budget for UW-Extension. Both revenues and expenditures are budgeted at \$690,132, an increase of \$153,183 or 28.5%. The County tax levy is budgeted at \$326,994, an increase of \$14,348, or 4.6%. There are a total of 18.90 FTE non-County positions, an increase of 1.35; and 3.07 FTE County positions, an increase of 0.01. Jante went on to review the financial summary, strategic outcomes and objectives, program descriptions and program highlights, and activities.

MOTION: Meyer moved, second by Heinrich to tentatively approve the 2010 operating budget for UW-Extension. Motion carried 6-0.

Federated Library

Hennen, Duckwitz, and Dwyer were present to discuss the proposed 2010 operating budget for the Federated Library System. Total all funds, revenues are budgeted at \$1,445,295, an increase of \$33,559 or 2.4%; the County tax levy for non-library communities is budgeted at \$2,773,900, an increase of \$21,611 or 0.8%; and expenditures are budgeted at \$4,219,195, an increase of \$55,170 or 1.3%. The positions summary shows a total of 7.03 FTE positions, a decrease of 0.08. Hennen went on to review the financial summaries, strategic outcomes and objectives, program descriptions and program highlights, and activities.

MOTION: Heinrich moved, second by Zaborowski to tentatively approve the 2010 operating budget for the Federated Library. Motion carried 6-0.

County Board

Jicha and Dwyer were present to discuss the proposed 2010 operating budget for the County Board Office. The County tax levy, revenues, and expenditures are each budgeted at \$1,310,373, a decrease of \$3,800 or 0.3%. The total number of FTE positions remains unchanged at 8.0. Jicha went on to review the financial summaries, strategic outcomes and objectives, program descriptions and program highlights, and activities.

Haukohl was concerned that the Criminal Justice Collaboration Council is not cross-charged for work done by County Board staff. She noted that every other department cross-charges. Dwyer gave a brief explanation and suggested this be monitored in the event there are future County Board budget concerns. Haukohl agreed.

Haukohl, Dwyer, and the committee discussed that the anticipated favorable operating expense variance for 2009 is in part due to consulting funds, generally used for pressing issues that unexpectedly arise and are deemed important to immediately address, not being needed this year.

MOTION: Heinrich moved, second by Meyer to tentatively approve the 2010 operating budget for the County Board Office. Motion carried 5-1. Hutton voted no.

Hutton voted no because consulting funds are budgeted each year even though they may not be earmarked or spent during the year.

County Clerk

Nickolaus and Duckwitz were present to discuss the proposed 2010 operating budget for the County Clerk's Office. Both revenues and expenses are budgeted at \$565,712, an increase of \$48,642 or 9.4%. The County tax levy is budgeted at \$300,102, an increase of \$16,132 or 5.7%. The positions summary shows a total of 5.16 FTE positions, an increase of 0.22. Nickolaus explained that this total reflects a reduction of .50 FTE for the position no longer being shared with the Treasurer with an offset of additional .72 FTE in Extra Help. Nickolaus went on to review the financial summaries, strategic outcomes and objectives, program descriptions and program highlights, and activities.

MOTION: Wimmer moved, second by Meyer to tentatively approve the 2010 operating budget for the County Clerk's Office. Motion carried 6-0.

County Executive

Bussler and Daniels were present to discuss the proposed 2010 operating budget for the County

Executive's Office. Both revenues and expenditures are budgeted at \$559,069, an increase of zero; and the County tax levy is budgeted at \$548,569, an increase of zero. The total number of FTE positions remains unchanged at 4.54. Bussler went on to review the financial summaries, strategic outcomes and objectives, program descriptions and program highlights, and activities.

MOTION: Hutton moved, second by Zaborowski to tentatively approve the 2010 operating budget for the County Executive's Office. Motion carried 6-0.

Corporation Counsel

Farley and Ho were present to discuss the proposed 2010 operating budget for the Corporation Counsel's Office including Child Support. Total all funds, revenues are budgeted at \$2,633,116, an increase of \$98,246 or 4.2%; the County tax levy is budgeted at \$1,319,180, an increase of \$17,981 or 1.4%; and expenditures are budgeted at \$3,952,296, an increase of \$116,227 or 3.0%. Farley said due to extra American Recovery and Reinvestment money for Child Support, the actual increase in expenditures is 1.4%, not 4.1% which is listed in the budget book. The positions summary showed a total of 41.82 FTE positions, an increase of 0.71. Farley went on to review the financial summaries, strategic outcomes and objectives, program descriptions and program highlights, and activities. Swartz explained revised allocations as outlined in new budget book pages that were distributed.

MOTION: Meyer moved, second by Zaborowski to tentatively approve the 2010 operating budget for the Corporation Counsel's Office. Motion carried 6-0.

Hutton left the meeting at 12:26 p.m.

The committee recessed at 12:26 p.m. and reconvened at 1:17 p.m.

Discuss and Consider Issues Presented at the October 21st Finance Committee Public Hearing
There were no public comments or issues presented at this morning's public hearing.

Ordinance 164-O-053: Appropriate Additional State And Federal Funding For The Children's Long-Term Support Home And Community Based Waivers

Schuler, Maurer, Mireles, and Lilley were present to discuss this ordinance which involves accepting an additional \$520,000 in grant funds to provide additional contracted case management and purchased Children's Long Term Support services. These funds will allow 20 additional children to be served above the 206 previously budgeted. Of these 20 children, four were previously planned to be served in the Alternate Care Program, fully funded with County tax levy. Under CLTS waiver funding, these placements will only require a 40% local share resulting in a tax levy savings of about \$48,000. Mireles noted that 193 children will remain on the wait list.

MOTION: Zaborowski moved, second by Wimmer to approve Ordinance 164-O-053. Motion carried 5-0.

Ordinance 164-O-054: Appropriate Additional State Of Wisconsin Department Of Health Services, Public Health Emergency Response U.S. Centers For Disease Control And Prevention Grant Funding For 2009 By Increasing The Waukesha County Department Of Health And Human Services – Public Health Division Budget

Schuler and Maurer discussed this ordinance which involves accepting \$634,120 in federal Public Health Emergency Response (PHER) funding to continue H1N1 pandemic influenza planning and response for disease control through the period ending July 31, 2010. Funds will be used for on-call temporary extra help including a Community Health Educator, outside purchased services including purchased nursing and paramedic services, medical and other supplies including N-95 masks and medical respirators, clinic site and equipment rental including potential satellite sites and wheelchairs, marketing and public relations services to promote clinics (cost sharing with City of Milwaukee), and administrative costs and county indirect cost recovery.

MOTION: Zaborowski moved, second by Meyer to approve Ordinance 164-O-054. Motion carried 5-0.

Contract Procurement Process for Program Support Services – Circuit Court

Luczaj advised the contract was awarded to Wisconsin Community Services, the highest rated proposer, for a total contract cost of \$2,395,265 for five years. The first year budgeted amount is \$409,159 and the first year cost is \$451,159. A total of two vendors submitted RFP's for consideration. Participation fees in the amount of \$42,000 (difference between the budget amount and the contract amount) are anticipated revenues. Years 2 through 5 assume 3% increases over the previous year's cost.

Haukohl had concerns that if those revenues aren't reached, the funding shortfall would have to come out of Health & Human Services. She and Zaborowski felt this was unfair as they are too often affected by funding cuts. Schuler did not believe this will be an issue and he feels confident they will reach those revenues.

MOTION: Meyer moved, second by Zaborowski to approve the contract procurement process for Program Support Services – Circuit Court. Motion carried 5-0.

Fund Transfer 09-223-1: Medical Examiner's Office – Transfer Funds from Personnel Expenses to Operating Expenses

Swartz explained this fund transfer which involves transferring \$71,000 to cover additional contracted autopsies, \$10,100 for additional medical services, and \$15,500 for contract services for an autopsy assistance for a total of \$96,600. The funds will be used to provide necessary assistance and coverage as a result of a vacant pathologist position which has been open most of this year. Sufficient funds are available in personnel expenses due to the vacancy.

MOTION: Wimmer moved, second by Heinrich to approve Fund Transfer 09-223-01, Medical Examiner's Office. Motion carried 5-0.

Ordinance 164-O-047: Approve Land Use Permit To The Villas Of Maplewood Terrace Condominium Association To Construct, Operate, Repair And Maintain A Path Connection To The Bugline Trail

Grimm discussed this ordinance as outlined which allows the Villas of Maplewood Terrace to construct, operate, repair and maintain a five-foot asphalt path on County land for the purpose of allowing public pedestrian and non-motorized access to the Bugline Trail in the Village of Sussex. The association will be charged a permit fee of \$106 which will be accounted for in the Land Use General Fund Budget. The term of the permit is 12 years. After the term expires, this agreement is

eligible for one additional renewal for a 12-year period, upon approval of the Parks & Land Use Director and the County Board, at the permit rate that is current at that time.

MOTION: Heinrich moved, second by Meyer to approve Ordinance 164-O-047. Motion carried 5-0.

Ordinance 164-O-052: Accept Homeland Security-Urban Area Security Initiative FY2006 Program Funding And Modify The Emergency Preparedness 2009 Budget To Appropriate Grant Revenues And Expenditures For Technology Equipment

Stolte discussed this ordinance as outlined which involves accepting \$9,000 in returned federal Homeland Security funding from the 2006 Milwaukee area UASI allocation. The funds will be used to purchase a handheld identification scanner, a laptop computer, and expendable identification system supplies to assist with the tracking of personnel and equipment responding to the scene of an emergency. The annual operating costs that Emergency Management will have to absorb its budget for the laptop and scanner supplies is estimated to be less than \$250 per year.

MOTION: Meyer moved, second by Wimmer to approve Ordinance 164-O-052. Motion carried 5-0.

Ordinance 164-O-056: Authorize 2010 Waukesha County Furlough (Short Term Layoff) Program

Richter and Cummings explained this ordinance which authorizes a furlough program for fiscal year 2010. Under the program, most County employees will be placed on two one-day layoffs. The exception to this requirement will be employees providing 24/7 services. Employees working in the Courthouse, Administration Center, Human Services Center, and Public Health Center will be laid off on January 18, 2010 and July 2, 2010. Those facilities will be closed on those dates. It is estimated that this program will save between \$425,000 and \$450,000 in personnel costs as well as undetermined utility and maintenance savings due to the building closures. Richter noted this will affect about 80% of the County's workforce.

MOTION: Heinrich moved, second by Zaborowski to approve Ordinance 164-O-056. Motion carried 5-0.

Resolution 164-R-007: Support Continuation Of Waukesha County Voluntary Unpaid Leave Program For 2010

Richter and Cummings discussed this resolution which supports continuation of the 3-day Voluntary Unpaid Leave Program for 2010 whereby regular- and full-time employees can choose to take up to three days of unpaid leave during calendar year 2010. Richter said the program so far in 2009 has been successful but it won't achieve the necessary savings, hence the need for the short term lay off program as outlined in Ordinance 164-O-056.

MOTION: Wimmer moved, second by Meyer to approve Resolution 164-R-007. Motion carried 5-0.

Chair's Executive Committee Report of 10-19-09

Haukohl advised of the following items discussed at the last Executive Committee meeting.

- Approved the ordinances that were included in the last yellow packet.

- Approved appointment of Allison Bussler as Public Works Director.
- Heard standing committee reports.

Schedule Next Meeting Dates

October 22 at 8:30 a.m. (all day); October 26 at 8:30 a.m. (morning only).

MOTION: Heinrich moved, second by Wimmer to adjourn at 3:04 p.m. Motion carried 5-0.

Respectfully submitted,

Pamela Meyer
Secretary